

**Commonwealth of Virginia
Department of Juvenile Justice
INVITATION for BIDS (IFB)**

Issued Date: July 31, 2006

IFB#: DJJ- 07-004

**Title: Community Based Intervention
 (Surveillance Services)**

NIGP Code: 95295
UNSPSC Code: 92101702

Issuing Agency: Department of Juvenile Justice
 Materials Management
 Post Office Box 1110
 Richmond, Virginia 23218-1110

**Using Agency/
or Location
where work
will be performed:** Department of Juvenile Justice
 Statewide

Period of Contract: The contract period will be for two years from date of award with the option to renew for (3) successive one-year periods.

BID SUBMISSION DATE: Sealed Bids will be received until **August 14, 2006 3:00 p.m.** (local prevailing time) for furnishing the services described herein.

IF BIDS ARE MAILED, SEND DIRECTLY TO issuing agency shown above. **IF BIDS ARE HAND DELIVERED OR SENT BY COURIER**, deliver to DJJ, 700 Centre, 7th & Franklin Sts., 4th Floor, (use Franklin St. entrance), Main Receptionist, Richmond, Virginia.

Technical Information: All inquires concerning the Scope of Work should be directed to Angela Valentine, 804-371-0700, Fax #: (804)692-0865, E-mail: Angela.Valentine@djj.virginia.gov

In Compliance with this Invitation for Bids (IFB) and to all the Conditions Imposed therein and hereby incorporated by reference, the Undersigned offers and agrees to furnish the services at the price(s) indicated in Section VII, Pricing Schedule.

Name and Address of Firm:

_____ By: (Signature in Ink) _____

_____ Name (Please type or Print) _____

_____ Title: _____

_____ Zip Code: _____ Date: _____

FEI/FIN No. _____ Telephone No. (____) _____

FAX No. (____) _____ Email Address: _____

(Please check if applicable) MINORITY BUSINESS [] SMALL BUSINESS [] WOMEN-OWNED BUSINESS []
This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

THIS ENTIRE DOCUMENT MUST BE RETURNED

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- I. **Purpose:** This Invitation for Bids (IFB) is issued for the purpose of soliciting sealed bids to establish multiple contracts for the provision of providing surveillance services for juveniles before the juvenile and domestic relations district court and juveniles being supervised on probation or parole.
- II. **SCOPE OF WORK:**
- A. **Jurisdictions to be Served:** Services are needed statewide. Providers shall indicate their ability to provide services regionally, to Court Services Units, or to individual jurisdictions within Court Services Unit districts. Providers that designate statewide or regional availability shall **be required and be capable** to provide services to every Court Services Unit and jurisdiction within that designation (**See Attachment A**).
- B. **Surveillance Services:** The vendor shall provide surveillance services to juvenile offenders to include random face-to-face contacts and telephone contacts as determined by the referring probation or parole officer. Surveillance is not to include mentoring or counseling. It is to provide contacts with the juvenile to verify adherence to curfews or house arrest, verify attendance at school or employment and verification of other supervision requirements. Services shall be available 365 days a year. The Contractor shall provide the following:
1. The Contractor shall have random and unannounced visual contact with the offender as prescribed by the assigned probation or parole officer at a variety of locations to include home, school and/or place of employment. At least one visual contact each week shall be on a Saturday or Sunday.
 2. The Contractor shall make weekly telephone contact to verify attendance at school, work and/or any other required program or appointment as designated by the assigned probation or parole officer
 3. The telephone curfew checks must be random and in addition to the visual contacts and not less than two times per week.
 4. The assigned surveillance officer shall have an initial meeting with the probation or parole officer to obtain the offender's schedule, curfew hours, place of employment and/or school, home address and other required contact information.
 5. The surveillance officer and the probation or parole officer shall make every effort to jointly meet with the offender and family during the initial meeting.
 6. Surveillance services shall terminate immediately upon placement in any type of residential facility, and when it has been determined in consultation with the probation or parole officer that the whereabouts of the offender are unknown.
 7. The surveillance officer shall be available for court appearances by the request of the probation or parole officer.
- C. **Educational Requirements:** The service provider can be an individual, who may be non-degreed; however, must have a high school diploma.
- D. **Background Record Checks:** Providers shall submit with their bid a written certification that a background record check on all surveillance officers shall be completed prior to the provision of services. All background record check documentation shall be maintained in the Provider's personnel files and shall be forwarded to DJJ upon request for review by DJJ. At a minimum, the record checks shall include a Virginia State Police Criminal Record Check, Child Protection Services Information System (CPSIS) check and a DMV check for those staff that operate motor vehicles as a part of their job function.

E. **Reporting Requirements:**

1. **Notification of Non-compliance:** The Contractor shall notify the designated probation or parole officer of non-compliance to the surveillance checks on the same day, but no later than 9:00 a.m. of the next working day. Notifications can be made by phone, fax or e-mail. The probation or parole officer may request immediate notification from the surveillance officer of certain violations by pager, phone, e-mail or other method.
2. **Weekly Reports:** Written weekly reports shall be forwarded on Mondays by noon to the probation or parole officer. The reports shall indicate a running record of dates, time and type of contact and if the juvenile was in compliance. The report can be made by fax or e-mail.

III. **GENERAL TERMS AND CONDITIONS:**

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals".
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their bids, bidders certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, §§ 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
- 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their bids, bidders certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By submitting their bids, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBs:** Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as non-responsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify non-responsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties
- I. **CLARIFICATION OF TERMS:** If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. **PAYMENT:** A Contractor awarded a contract under this solicitation is hereby obligated:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
- K. PRECEDENCE OF TERMS:** The following General Terms and Conditions, *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORMS AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF BIDDERS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods and the bidder shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Commonwealth further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Commonwealth that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of

units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or

- c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
- R. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the bidder clearly indicates in its proposal that the product offered is an "equal" product, such bid will be considered to offer the brand name product referenced in the solicitation.
- S. **TRANSPORTATION AND PACKAGING:** By submitting their bids, all bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

- T. **INSURANCE:** By signing and submitting a bid under this solicitation, the bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. **Worker's Compensation** - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. **Employers Liability** - \$100,000.
3. **Commercial General Liability** - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. **Automobile Liability** - \$1,00,000 – per occurrence. (Only used if motor vehicle is to be used in the contract.)
5. **Professional/Services** - \$1,800,000 – per occurrence. \$3,000,000 aggregate (Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations)
Note: Limits increase each July 1 through fiscal year 2008, as follows:
July 1, 2007 - \$1,925,000,
July 1, 2008 - \$2,000,000. This complies with § 8.01-581.15 of the *Code of Virginia*.

- U. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.state.va.us) for a minimum of 10 days.
- V. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibitions; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- W. NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- X. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, web site portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid being rejected.

- a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
 - b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
 - c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order
 - d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.
- Y. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

IV. **SPECIAL TERMS AND CONDITIONS:**

- A. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to the Virginia Department of Juvenile Justice will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- B. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- C. **AWARD TO MULTIPLE BIDDERS:** The Commonwealth reserves the right to make multiple awards of each item, a group of items or all items, and to make an award either in whole or in part, whichever is deemed in the best interest of the Commonwealth. The award(s) will be made to the lowest responsive, responsible bidder(s) meeting the requirements of the solicitation. The Commonwealth reserves the right to conduct any tests it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.
- D. **BID PRICES:** Bid shall be in the form of a firm unit price for each service category provided during the contract period.
- E. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for 60 days. At the end of the 60 days the bid may be withdrawn at the written request of the Bidder. If the bid is not withdrawn at the time it remains in effect until an award is made or the solicitation is cancelled.
- F. **NEGOTIATION WITH THE LOWEST BIDDER:** Unless all bids are cancelled or rejected, the Commonwealth reserves the right granted by § 2.2-4318 of the *Code of Virginia* to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to the agency whenever such low bid exceeds the agency's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by the agency for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The agency shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that the agency wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the agency and the lowest responsive, responsible bidder.
- G. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

M. **QUANTITIES** Quantities set forth this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

N. **REFERENCES:** Bidders shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

	ORGANIZATION	ADDRESS	CONTACT PERSON & TELEPHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

O. **RENEWAL OF CONTRACT:** This contract is for a period of 2 years and may be renewed by the Commonwealth for three (3) successive one-year (1) periods under the terms and conditions of the current contract except as stated in 1. and 2. below. **Price increases may be negotiated only at the time of renewal.** Written notice of the Commonwealth's intention to extend shall be given approximately 90 days prior to the expiration date of each contract period.

- i. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the "other services" category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest 12 months for which statistics are available.
- ii. If during the subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by no more than the percentage increase/decrease of the "other services" category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest 12 months for which statistics are available.

P. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

Q. **SMALL, WOMEN, AND MINORITY-OWNED BUSINESSES SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

1. Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to small, women, and/or minority-owned (SWAM) businesses. If SWAM subcontractors are used, the prime contractor agrees to report the use of SWAM subcontractors by providing the purchasing office at a minimum the following information: name of firm, phone number,

total dollar amount subcontracted, category type (small, women, or minority-owned), and type of product/service provided.

2. Each prime contractor who wins an award in which provision of a small, women or minority-owned (SWAM) procurement plan is a condition of the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (small, women, or minority-owned), and type of product/service provided. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate remedies may be assessed in lieu of withholding such payment

R. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: It is anticipated that the contract will result in multiple eVA purchase order(s) with the eVA transaction fee specified below assessed for each order.

- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: %, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, website portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

- V. METHOD OF PAYMENT:** The Contractor shall submit a correct, legible, **itemized invoice** to the designated probation/parole officer or other case manager in the applicable court service unit no later than the 10th day of the month following the month in which the services were rendered. All invoices shall show in detail, the names and identification numbers (JTS#) of juvenile offenders, and listing of calendar days in which the juvenile offender received services.

All invoices shall show the DJJ contract number and/or eVA purchase order number.

VI. JURISDICTIONS TO BE SERVED: The Bidder agrees to provide the services as described in the Scope of Work and Terms and Conditions of this IFB at the Court Services Units as indicated on Attachment A. **Please enter a check mark to indicate jurisdictions to be served on Attachment A (Pages 17-26)**

VII. PRICING SCHEDULE: The Bidder agrees to provide the services as described in the Scope of Work and terms and conditions of this IFB at the firm **unit price** shown below:

Face to Face Contacts:	\$ _____ per visual contact
Telephone Contacts:	\$ _____ per telephone contact
Court Appearance	\$ _____ per court appearance

INSTRUCTIONS

On the attached sheets, CHECK the areas by region, court service unit or individual jurisdictions, where you will provide the services described in the application.

ALL SHEETS MUST BE RETURNED

NOTE:

OPTION A - If you select to provide services on a regional basis, then services shall be provided to every court services unit district and jurisdiction within that region.

OPTION B - If you select to provide services to a court service unit district, then services shall be provided to every jurisdiction within that court service unit district.

OPTION C - Check the individual boxes if you propose to provide services to specific jurisdictions only.

PLEASE CHECK THE APPROPRIATE BOX(ES) BELOW:

OPTION A – PROVIDE SERVICES ON A REGIONAL BASIS

[] REGION I – Includes all of the following judicial districts:

Office/District	Location
10 th Court Service Unit	Appomattox
21 st Court Service Unit	Martinsville
22 nd Court Service Unit	Rocky Mount
23 rd Court Service Unit	Salem
23-A Court Service Unit	City of Roanoke
24 th Court Service Unit	Lynchburg
25 th Court Service Unit	Staunton
27 th Court Service Unit	Pulaski
28 th Court Service Unit	Abingdon
29 th Court Service Unit	Pearisburg
30 th Court Service Unit	Gate City

[] REGION II – Includes all of the following judicial districts:

Office/District	Location
14 th Court Service Unit	Henrico
15 th Court Service Unit	Fredericksburg
16 th Court Service Unit	Charlottesville
17 th Court Service Unit	Arlington
18 th Court Service Unit	Alexandria
19 th Court Service Unit	Fairfax
20-W Court Service Unit	Warrenton
20-L Court Service Unit	Leesburg
26 th Court Service Unit	Winchester
31 st Court Service Unit	Manassas

[] REGION III – Includes all of the following judicial districts:

Office/District	Location
1 st Court Service Unit	Chesapeake
2 nd Court Service Unit	Virginia Beach
2-A Court Service Unit	Accomac

3 rd Court Service Unit	Portsmouth
4 th Court Service Unit	Norfolk
5 th Court Service Unit	Suffolk
6 th Court Service Unit	Hopewell
7 th Court Service Unit	Newport News
8 th Court Service Unit	Hampton
9 th Court Service Unit	Williamsburg
11 th Court Service Unit	Petersburg
12 th Court Service Unit	Chesterfield
13 th Court Service Unit	Richmond

PLEASE CHECK THE APPROPRIATE BOX(ES) BELOW:

1. **OPTION B: *PROVIDE SERVICES ON A TOTAL JUDICIAL DISTRICT BASIS***
2. **OPTION C: *PROVIDE SERVICES ON A SPECIFIC JURISDICTION BASIS***

REGION I – JUDICIAL DISTRICTS

10th Judicial District

☐ **OPTION B - 10TH JUDICIAL DISTRICT INCLUDES:** City of South Boston and the Counties of Appomattox, Buckingham, Charlotte, Cumberland, Halifax, Lunenburg, Mecklenburg, and Prince Edward

OPTION C – LOCAL AREA OF SERVICE

- ☐ Appomattox County
- ☐ Buckingham County
- ☐ Charlotte County
- ☐ Cumberland County
- ☐ Halifax County
- ☐ Lunenburg County
- ☐ Mecklenburg County
- ☐ Prince Edward County

21st Judicial District

☐ **OPTION B - 21ST JUDICIAL DISTRICT INCLUDES:** City of Martinsville and the Counties of Henry and Patrick

OPTION C - LOCAL AREA OF SERVICE

- ☐ Henry County
- ☐ City of Martinsville
- ☐ Patrick County

22nd Judicial District

☐ **OPTION B - 22ND JUDICIAL DISTRICT INCLUDES:** City of Danville and the Counties of Franklin and Pittsylvania

OPTION C - LOCAL AREA OF SERVICE

- ☐ Franklin County
- ☐ Pittsylvania County
- ☐ City of Danville

REGION I – JUDICIAL DISTRICTS (continued)

23rd Judicial District

- ☐ **OPTION B** - 23rd JUDICIAL DISTRICT INCLUDES: City of Salem and the County of Roanoke

OPTION C - LOCAL AREA OF SERVICE

- ☐ Roanoke County
- ☐ City of Salem

23-A Judicial District

- ☐ **OPTION B** - 23-A JUDICIAL DISTRICT INCLUDES; City of Roanoke

24th Judicial District

- ☐ **OPTION B** - 24th JUDICIAL DISTRICT INCLUDES: Cities of Lynchburg and Bedford, and the Counties of Nelson, Amherst, Campbell and Bedford

OPTION C - LOCAL AREA OF SERVICE

- ☐ City of Lynchburg
- ☐ Campbell County
- ☐ City of Bedford
- ☐ Bedford County
- ☐ Amherst County
- ☐ Nelson County

25th Judicial District

- ☐ **OPTION B** - 25th JUDICIAL DISTRICT INCLUDES: Cities of Buena Vista, Clifton Forge, Covington, Lexington, Staunton and Waynesboro; and the Counties of Allegheny, Augusta, Bath, Botetourt, Craig, Highland and Rockbridge

OPTION C - LOCAL AREA OF SERVICE

- ☐ City of Staunton
- ☐ Augusta County
- ☐ Highland County
- ☐ City of Covington
- ☐ Allegheny County

- ☐ Bath County
- ☐ City of Clifton Forge
- ☐ Buena Vista
- ☐ Rockbridge County
- ☐ City of Lexington
- ☐ Botetourt County
- ☐ Craig County
- ☐ City of Waynesboro

REGION I – JUDICIAL DISTRICTS(continued)

27th Judicial District

☐ **OPTION B** - 27th JUDICIAL DISTRICT INCLUDES: Cities of Galax and Radford; and the Counties of Pulaski, Wythe, Carroll, Montgomery, Floyd, and Grayson

OPTION C - LOCAL AREA OF SERVICE

- ☐ Pulaski County
- ☐ Wythe County
- ☐ Montgomery County
- ☐ City of Radford
- ☐ Floyd County
- ☐ City of Galax
- ☐ Grayson County
- ☐ Carroll County

28th Judicial District

☐ **OPTION B** - 28th JUDICIAL DISTRICT INCLUDES: City of Bristol; and the Counties of Washington and Smyth

OPTION C - LOCAL AREA OF SERVICE

- ☐ Washington County
- ☐ City of Bristol
- ☐ Smyth County

29th Judicial District

☐ **OPTION B** - 29th JUDICIAL DISTRICT INCLUDES: Counties of Giles, Bland, Tazewell, Buchanan, Russell and Dickenson

OPTION C - LOCAL AREA OF SERVICE

- ☐ Giles County
- ☐ Bland County
- ☐ Russell County
- ☐ Tazewell County
- ☐ Buchanan County
- ☐ Dickenson County

REGION I – JUDICIAL DISTRICTS(continued)

30th Judicial District

☐ **OPTION B** - 30th JUDICIAL DISTRICT INCLUDES: City of Norton; and the Counties of Wise, Scott and Lee

OPTION C - LOCAL AREA OF SERVICE

- ☐ Scott County
- ☐ City of Norton
- ☐ Wise County
- ☐ Lee County

REGION II – JUDICIAL DISTRICTS

14th Judicial District

☐ **OPTION B** - 14TH JUDICIAL DISTRICT INCLUDES: County of Henrico

15th Judicial District

☐ **OPTION B** - 15TH JUDICIAL DISTRICT INCLUDES: City of Fredericksburg; and the Counties of Caroline, Essex, Hanover, King George, Lancaster, Northumberland, Richmond, Spotsylvania, Stafford and Westmoreland

OPTION C - LOCAL AREA OF SERVICE

- ☐ City of Fredericksburg
- ☐ Caroline County
- ☐ King George County
- ☐ Spotsylvania County
- ☐ Stafford County
- ☐ Hanover County
- ☐ Essex County
- ☐ Lancaster County
- ☐ Northumberland County
- ☐ Richmond County
- ☐ Westmoreland County

16th Judicial District

☐ **OPTION B** - 16th JUDICIAL DISTRICT INCLUDES: City of Charlottesville; and the Counties of Madison, Greene, Albemarle, Fluvanna, Goochland, Louisa, Orange and Culpeper

OPTION C - LOCAL AREA OF SERVICE

- ☐ City of Charlottesville
- ☐ Albemarle County
- ☐ Orange County
- ☐ Culpeper County
- ☐ Louisa County
- ☐ Madison County
- ☐ Greene County
- ☐ Goochland County
- ☐ Fluvanna County

17th Judicial District

[] **OPTION B** - 17th JUDICIAL DISTRICT INCLUDES: The Cities of Arlington and Falls Church; and the County of Arlington

OPTION C - LOCAL AREA OF SERVICE

- [] City of Arlington
- [] Arlington County
- [] City of Falls Church

REGION II – JUDICIAL DISTRICTS(continued)

18th Judicial District

[] **OPTION B** - 18th JUDICIAL DISTRICT INCLUDES: City of Alexandria

19th Judicial District

[] **OPTION B** - 19th JUDICIAL DISTRICT INCLUDES: City of Fairfax and the County of Fairfax

OPTION C - LOCAL AREA OF SERVICE

- [] City of Fairfax
- [] Fairfax County

20-W Judicial District

[] **OPTION B** - 20-W JUDICIAL DISTRICT INCLUDES: Counties of Fauquier and Rappahannock

OPTION C - LOCAL AREA OF SERVICE

- [] Fauquier County
- [] Rappahannock County

20-L Judicial District

[] **OPTION B** - 20-L JUDICIAL DISTRICT INCLUDES: County of Loudon

26th Judicial District

[] **OPTION B** - 26th JUDICIAL DISTRICT INCLUDES: Cities of Harrisonburg and Winchester; and the Counties of Frederick, Clarke, Warren, Shenandoah, Page and Rockingham

OPTION C - LOCAL AREA OF SERVICE

- ☐ City of Winchester
- ☐ Frederick County
- ☐ City of Harrisonburg
- ☐ Rockingham County
- ☐ Shenandoah County
- ☐ Page County
- ☐ Warren County
- ☐ Clarke County

REGION II – JUDICIAL DISTRICTS(continued)

31st Judicial District

- ☐ **OPTION B - 31ST JUDICIAL DISTRICT INCLUDES:** Cities of Manassas and Manassas Park; and the County of Prince William

OPTION C - LOCAL AREA OF SERVICE

- ☐ Prince William County
- ☐ City of Manassas Park
- ☐ City of Manassas

REGION III – JUDICIAL DISTRICTS

1st Judicial District

- ☐ **OPTION B - 1st JUDICIAL DISTRICT INCLUDES:** City of Chesapeake

2nd Judicial District

- ☐ **OPTION B - 2nd JUDICIAL DISTRICT INCLUDES:** City of Virginia Beach

2-A Judicial District

- ☐ **OPTION B - 2-A JUDICIAL DISTRICT INCLUDES:** Counties of Accomac and Northampton

OPTION C - LOCAL AREA OF SERVICE

- ☐ Accomac County
- ☐ Northampton County

3rd Judicial District

- ☐ **OPTION B - 3rd JUDICIAL DISTRICT INCLUDES:** City of Portsmouth

4th Judicial District

- ☐ **OPTION B - 4th JUDICIAL DISTRICT INCLUDES:** City of Norfolk

5th Judicial District

[] **OPTION B** - 5th JUDICIAL DISTRICT INCLUDES: Cities of Franklin and Suffolk; and the Counties of Isle of Wight and Southampton

OPTION C - LOCAL AREA OF SERVICE

- [] City of Suffolk
- [] City of Franklin
- [] Southampton County
- [] Isle of Wight County

REGION III – JUDICIAL DISTRICTS(continued)

6th Judicial District

[] **OPTION B** - 6th JUDICIAL DISTRICT INCLUDES: The Cities of Hopewell and Emporia; and the Counties of Sussex, Greenville and Brunswick

OPTION C - LOCAL AREA OF SERVICE

- [] City of Hopewell
- [] Surry County
- [] City of Emporia
- [] Greenville County
- [] Brunswick County
- [] Sussex County
- [] Prince George County

7th Judicial District

[] **OPTION B** - 7th JUDICIAL DISTRICT INCLUDES: City of Newport News

8th Judicial District

[] **OPTION B** - 8th JUDICIAL DISTRICT INCLUDES: City of Hampton

9th Judicial District

[] **OPTION B** - 9th JUDICIAL DISTRICT INCLUDES: Cities of Williamsburg and Poquoson; and the Counties of York, James City, King and Queen, King William, Gloucester, Mathews, Middlesex, Charles City , and New Kent

OPTION C - LOCAL AREA OF SERVICE

- [] City of Williamsburg
- [] County of James
- [] City of Poquoson
- [] York County
- [] New Kent County
- [] Charles City County

- ☐ Gloucester County
- ☐ Middlesex County
- ☐ Matthews County
- ☐ King William County
- ☐ King & Queen County

REGION III – JUDICIAL DISTRICTS(continued)

11th Judicial District

☐ **OPTION B** - 11th JUDICIAL DISTRICT INCLUDES: City of Petersburg; and the Counties of Amelia, Dinwiddie, Nottoway, and Powhatan

OPTION C - LOCAL AREA OF SERVICE

- ☐ City of Petersburg
- ☐ County of Amelia
- ☐ County of Dinwiddie
- ☐ County of Nottoway
- ☐ County of Powhatan

12th Judicial District

☐ **OPTION B** - 12th JUDICIAL DISTRICT INCLUDES: City of Colonial Heights; and the County of Chesterfield

OPTION C - LOCAL AREA OF SERVICE

- ☐ Chesterfield County
- ☐ City of Colonial Heights

13th Judicial District

☐ **OPTION B** - 13th JUDICIAL DISTRICT INCLUDES: City of Richmond